

EMPLOYEE ACKNOWLEDGMENT

I certify that on this date, I received a copy of Brigham City Corporation's (the "City") Policies and Procedures Manual. I understand that this Manual supercedes any and all prior written personnel policies or manuals issued by the City.

I understand that receipt of this Manual constitutes a legal notification of the contents and that it is my responsibility to become familiar with and adhere to the policies and procedures that are stated herein.

I understand that the information in this Manual is subject to change at any time, solely at the discretion of the City, with or without notice to the employee. It is my responsibility to keep informed of these changes and file updated material as I receive it.

I understand that no verbal or written agreements, understandings, representations or statements made by my supervisor, or anyone, can change the policies outlined in this Manual, or bind the City to any course of action.

I understand that the policies and statements contained in this Manual and in other statements that may be issued from time to time do not create a contract or agreement of any kind between the City and its employees.

I understand that when my employment with the City ends, I have an obligation to satisfy all financial obligations related to my employment by the City. In the event I do not satisfy those financial obligations, I expressly authorize a deduction from my final paycheck to satisfy any remaining financial obligations.

Employee's Signature

Employee's Name (please print)

Date

Witness